



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MECHANIC I
3	Posting Number	PN# 110387
4	Department	SOLID WASTE MANAGEMENT
5	Division	MAINTENANCE
6	Section	NA
7	Reporting Location	VARIOUS
8	Workdays & Hours	M– F, 6 a.m. - 3 p.m./2 p.m. – 11 p.m.* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs general and preventive maintenance and body repair to City Vehicles. All assignments are presented with detail instructions before beginning the project. Repairs and replaces defective and worn parts in City vehicles, i.e.: starters, alternators, brakes, batteries, belts, hoses and tires. Performs minor electrical work. Performs preventive maintenance functions including replacing oil and oil filters and performing tune-ups to engines. Performs simple bodywork and paints damaged sections of the automobile. Cleans and maintains equipment and shop tools. Performs housekeeping duties. Assists with various projects as requested. **MUST FURNISH OWN TOOLS.**

10 **WORKING CONDITIONS**
There is routine exposure to significant levels of heat, cold moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts bruises and minor burns.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires high school diploma or GED. Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
One (1) year of automotive maintenance and repair experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**
May require a valid class A or B Commercial Drivers License (CDL) and comply with the City of Houston’s policy on driving. (AP2-2) Must obtain certification Class A within 60 Days. Must obtain ASE certifications within 1 year of employment.

14 **PREFERENCES**
Preferences will be given to applicants with ASE- Air Brake Systems Diagnostic & Repairs Certification, General Diesel Engine Diagnostic Certification.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ♦ Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 11
\$755 - \$1051 Biweekly \$19,630 - \$27,326 Annually

18 **OPENING DATE** May 10, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer